

**ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY (ACEEO)**  
**Miguel Mauricio, Chair**  
**Amrita Kaur, Vice Chair**

**Meeting Minutes**

**March 24, 2023**  
**ZOOM Meeting**

**1. Introductions/Call to Order- 09:34 a.m.**

Miguel Mauricio (Chair) called the meeting to order.

Amrita Kaur, Fabiola Quintero, Lara DeLaney, Eric Maldonado, Roosevelt Gipson Jr., Leonard Ramirez, Allwyn Brown, and Angela Malala were present. Our visitors at this meeting were Karen Caoile, Risk Management Director, Barbara Elliott, Human Resources ADA Title I Program Manager, Shalana Thomas, Human Resources Employee Benefits Analyst, Jennifer Quallick, Deputy Chief of Staff, District 2, Mark Pighin, and Stephen Langsam. Antoine Wilson and Piedad Fracasso (staff) were also present.

Left Early: Allwyn Brown (10:38 a.m.)

Angela Malala (10:38 a.m.)

Members attending via Zoom: Allwyn Brown, Roosevelt Gipson, Jr., and Angela Malala

**2. Public Comment**

Stephen Langsam introduced himself and stated his desire to join the ACEEO.

**3. (Action Item) Approval of the February 24, 2023. Minutes**

There was a motion to approve the February 24, 2023, minutes by Lara Delaney and seconded by Eric Maldonado. The minutes were approved.

**4. (Action Item) Speaker. Barbara Elliott. Human Resources ADA Title I Program Manager**

Barbara Elliott discussed her 25-plus years working in all aspects of the Americans with Disabilities Act (ADA) and the State of California Fair Employment and Housing Act (FEHA). She stated that Contra Costa County (the County) is committed to providing equal access and opportunity to qualified individuals with disabilities in its employment practices. The County adheres to the ADA, FEHA, and all other applicable federal and state laws, regulations, and guidelines for providing reasonable accommodations. Barbara Elliott provides support, training, and guidance to departmental ADA Coordinators on employment-related ADA processes. She acts as a resource for all employees to support reasonable accommodations and assists with overall ADA compliance programs. She described the following aspects of the ADA/FEHA and reasonable accommodations:

- Employees with temporary or permanent medical restrictions are encouraged to return to work at the earliest medically indicated time and the County uses the interactive process to support this effort. The interactive process is an informal dialogue between the employee and the County about the essential job functions of their position and if any reasonable accommodations are needed to enable the employee to perform the

essential job functions and meet the expectations of their assigned position.

- Reasonable accommodations are a modification or adjustment to a job, the work environment, or how things usually are done to enable a qualified individual to meet the expectations of the position and perform the essential job functions. These may include ergonomic equipment, modifying or changing schedules, adjusting the way a task is completed, acquiring and/or modifying equipment, or granting a leave of absence.
- A reasonable accommodation does not require removing essential job functions, creating a new job, altering the purpose of a position, or granting an indefinite leave of absence.
- Reasonable accommodations should not create an undue hardship for the department affecting public service or be cost-prohibitive.
- The reasonable accommodation process is ongoing, and the assessment of a successful accommodation is that it is effective in supporting the employee with performing their job.

**5. (Action Item) Discuss Status of Small Business Enterprises (SBE) Subcommittee Recommendations**

Antoine Wilson, Lara DeLaney, and Miguel Mauricio met on March 1, 2023, with Cindy Shehorn, Procurement Services Manager, and Carrie Ricci, Deputy Director, Public Works, to present the ACEEO SBE recommendations and secure their approval. Cindy Shehorn stated they are working with County Counsel to revise the Purchasing Administrative Bulletin which will require departments to get one quote from an SBE. Antoine Wilson will schedule a follow-up meeting with SBE. The subcommittee and SBE had the following concerns:

- Looking at existing data, increasing the threshold from \$100,000 to \$200,000 will decrease the number of SBE participants. With the increase, the numbers will be lower. However, this would increase the number of SBE transactions.
- They will need to review the SBE Sole Source used by departments. A Sole Source is a vendor/supplier that provides department products or specialized services that only they can provide. Presently 80% of department purchases are awarded to a Sole Source.
- They are not sure if the Local Bid Preference is known to vendors. Public Works needs to add language to contracts and the request for proposal template.
- For construction, there is a good-faith-effort policy for SBEs to outreach to non-SBE vendors awarded the contracts. Carrie Ricci would like to see what other agencies/counties do for contracting.
- For many departments their funding comes from grants, and they are required to use community-based organizations and non-profits.

**6. (Action Item) Discuss 2022 EEO Outreach and Recruitment Plan**

Antoine Wilson presented the workforce demographics showing the County's underrepresentation for occupational categories by gender and race compared to the most recent Census data. He cited the Agriculture/Weights & Measures Department 2020 Outreach & Recruitment Data showing the occupational category underrepresentation by gender and race. Antoine showed the County's 2022 new hire, promotions and terminations data by gender and race. EEO provides the data to the departments, who then create an outreach and recruitment plan showing the measures they will use to attain equity and inclusion in their

workforce.

**7. (Action Item) Discuss and Approve ACEEO In-Person Meeting Site**

All ACEEO members felt the location and room work well for the meeting. Barring any unforeseen issues, they would like to remain at this location.

**8. Roundtable/Public Comment**

- Stephen Langsam gave an overview of his current job as a sales manager. He was informed that the next step is to be interviewed by the Equity Committee.
- The next Equity Committee meeting will be held on April 17, 2023. The Equity Committee meets on the third Monday of each month from 10:30 am to 12:00 pm.
- There was a motion to adjourn by Leonard Ramirez and seconded by Lara DeLaney.
- The next ACEEO meeting will be on April 28, 2023.

**9. Adjourn:** The meeting adjourned at 11:28 a.m.